

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

**PART 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name Kansas Department of Agriculture	9. Position No. K0213466	10. Budget Program Number 67130	For Use By Personnel Office	13. Allocation
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Information and Education Coordinator			14. Effective Date
3. Division Water Resources	12. Proposed Class Title			15. By _____ Approved _____
4. Section Water Structures	16. Audit Date: _____ By: _____ Date: _____ By: _____			17. Audit Date: _____ By: _____ Date: _____ By: _____
5. Unit Dam Safety Unit				
6. Location (address where employee works) City: Topeka County: Shawnee				
7. (Circle appropriate time) <input type="checkbox"/> Full time <input type="checkbox"/> Permanent <input type="checkbox"/> Inter. <input type="checkbox"/> Part time <input checked="" type="checkbox"/> Temporary %				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM TO: 5:00 PM				

Agency Number: 046

Position Number: K0213466

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Trevor Huhn	PCE I	K0216549

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Trevor Huhn	PCE I	K0216549

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- (a) Employee has broad latitude within established procedures to complete work. Employee is expected to use own judgment to insure work is completed in a timely manner and in priority order. Much of the work is creative and requires independent judgment to complete.
- (b) Employee performs most tasks under general supervision, in accordance with office procedures. Unusual circumstances require consultation with supervisor and more detailed instructions may be given then. Employee is expected to bring problems to supervisor with recommendations for appropriate action.
- (c) Daily routine dictates most minor assignments. Special projects that are this employee's responsibility are assigned by supervisor with detailed instructions regarding expected work product and other results. Most assignments of a routine nature, but outside the daily work flow, are given orally with a description of the basic work product expected.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use and action verb); to **whom or** what is the action directed (object of action): **why** is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
	Position responsibilities include development of educational and informational materials regarding dam safety and permitting requirements, review of Emergency Action Plans, and organization of presentations, conferences, and other agency activities related to dam safety.
1. 25%	<p>Develop targeted information for dam owners, engineers, public officials, and the general public, to describe permitting requirements, the permitting process, and dam safety. This will include:</p> <ul style="list-style-type: none"><li>- Developing educational tools for class room and self-education</li><li>- Distributing educational and informational materials using the web and direct mail</li><li>- Organizing and managing various training seminars targeted to different audiences with technical presentations given by others</li><li>- Developing a "user friendly" guide to permitting requirements in the State of Kansas</li><li>- Acting as an information clearinghouse for the regulated public and interested parties regarding dam safety</li></ul>
2. 15%	Organize and manage the annual dam safety conference, including helping engineers set the agenda, contacting outside speakers, arranging facilities, creating information mailings and managing attendance records.
3. 15%	Assist dam owners to maintain dams in a safe condition and update EAPs by helping to find resources to remedy problems with dams, and providing assistance in writing new plans or updating deficient or out-dated plans. Incumbent will deal with EAPs for significant hazard dams without assistance from engineers in many cases, but is expected to work with an engineer on EAPs for high hazard dams.
4. 10%	Review EAPs for content and conformance with regulations, correspond with owners to explain deficiencies in EAPs, and maintain agency records regarding EAPs including database entries during the review process and maintaining both paper and electronic files regarding EAPs submitted by dam owners.
5. 10%	Organize and manage seminars and exercises for Emergency Action Plans (EAPs), making arrangements, coordinating with local officials, and assisting dam safety engineers by participating in seminars and exercises.
6. 10%	Manage that portion of the agency's web site dedicated to dam safety, assist with production and distribution of the DWR e-newsletter as part of DWR web team, and maintain e-mail lists to notify the Kansas dam safety community of upcoming events or items of interest.
7. 5%	Give presentations to lay audiences on dam safety.
8. 5%	Complete semi-annual reports to FEMA regarding progress made on dam safety grant objectives. Maintain records and correspondence related to the dam safety grant.
9. 5%	Other related duties as assigned by Supervisor.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.
- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Title**

**Position Number**

N/A

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23. Which statement best describes the results of error in action or decision of this employee?
- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
  - (X) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
  - ( ) Major program failure, major property loss, or serious injury or incapacitation.
  - ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Errors in published material could cause serious problems for those relying on such materials, including loss of time and excess expenditures to correct problems caused by relying upon these materials. Other errors or decisions could result in lost time and related expense on the agency's part due to poor scheduling. The dam safety conference involves a number of people in and outside of the agency, so errors in scheduling or planning related to the conference inconvenience many. Other seminars and related programs involve fewer people, but errors would still inconvenience a number of clients, sister agency personnel, and KDA personnel.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work requires very well developed communication skills. Communicates with public and agency employees daily to plan events, explain basic regulations and requirements, discuss EAP requirements and deficiencies, obtain feedback on materials prepared for the public and design engineers, and schedule other people's time. Employee provides basic information about permitting requirements to state and local government employees and officials, engineers and other technical consultants working for applicants, and applicants themselves.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Hazards and discomforts are those usually associated with an office environment. Some travel is involved with attendant hazards.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal Computer - Daily  
Automobile/Truck - Occasionally  
Fax Machine - Occasionally  
Copier - Frequently  
Calculators - Occasionally

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**PART II - To be completed by department head, personnel office or supervisor of the position.**

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27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

High school diploma or GED and 2 years experience working in an office environment including experience managing and organizing multiple schedules or special events.

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Education or Training – Special or Professional

Bachelors degree in Journalism, Public Relations, English or related field is strongly preferred.

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Licenses, certificates and registrations

Kansas driver's license

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Special knowledge, skills and abilities

Good written and verbal communications skills are strongly preferred. Knowledge and experience with PC applications and web site development/maintenance are strongly preferred. Knowledge and experience with GIS applications is desirable.

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Experience – Length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

None

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Signature of Employee

Date

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Signature of Personnel Official

Date

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date